

STATE OF CONNECTICUT
Connecticut State Library

Librarian 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: Public
Position No.: 35068
Location: 231 Capitol Ave, Hartford CT
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour workweek
Salary: \$60,593 new state employees (AR23)
Closing Date: April 28, 2013

The preferred candidate will have considerable professional legal research experience; experience with legal and other research databases; knowledge of Connecticut legal and legislative procedures; experience with indexing; experience working with diverse patron groups; and experience working in a multidisciplinary library environment.

EXAMPLES OF DUTIES: Answers complex reference questions utilizing reference tools of a specialized nature; provides information referrals for legal, historical, genealogical and other special subject researchers; operates a medium sized law library; indexes legislative records and other specialized collections; coordinates serials and holdings control; performs original cataloging and name authority work for items of intermediate difficulty including Connecticut documents and monographs; may train assigned staff; may coordinate or conduct workshops; may serve as liaison to groups and organizations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of professional principles and practices of library science including classification systems; reference sources and techniques; knowledge of library administration principles and techniques; interpersonal skill; oral and written communication skills; ability to analyze and solve problems relating to library methods and procedures; computer skills.

EXPERIENCE AND TRAINING: General Experience:

A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association AND one year of post graduate degree experience in a relevant area of professional library work.

SPECIAL REQUIREMENTS:

1. The State Librarian may determine other advanced educational degrees equivalent to the MLS degree based on staffing needs.
2. Incumbents of this class may be assigned to special projects requiring advanced level professional library duties as directed by the State Librarian.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5989>

The salary plan is available at: <http://www.das.state.ct.us/HRDocs/CompPlans/AR%206%2018%202010.pdf>

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit ***a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment*** (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: **(860) 622-4921** (*preferred method of submission*)

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.